

## MINUTES OF COMMISSION MEETING

Thursday, October 5, 2000

**Members Present:** Cheryl Smith, Jim Chapman, Patsy Jimenez, Yvonne O'Neill, Barbara Malone, Jan Irvin  
**Members Absent:** Betsy Elam,  
**Staff to the Commission:** Laura Roberts  
**Visitors Present:** Jerry Abts, Tom Keeffer, Janet Lasick

1. **Call to Order:** The meeting was called to order by President, Cheryl Smith at 1:35 p.m. at the Barry Creek Meeting Center, 1345 Paul Bunyan Road, Susanville, California.
2. **Introductions:** All members of the Commission and visitors introduced themselves.
3. **Approval of Minutes:** Yvonne O'Neill moved that the minutes of 9/7/2000 be approved as submitted. Patsy Jimenez seconded the motion, and the Commission approved the minutes unanimously.
4. **Presentation from Lassen County Alcohol & Drug PROMISES Program:** The presenters could not attend the meeting to make the presentation due to unexpected circumstances. Mike Beard requested that the matter be put over to a future agenda.
3. **Fiscal Report:** Jerry Abts, Fiscal Officer, reported that as of 10/4/2000 we have a balance of \$520,731.56 the same as last month. An additional deposit was received on 10/2/00 in the amount of \$27,397.00 but had not posted to the account yet. This gives us an approximate balance of \$548,000.00.
4. **Investment Practices:** The County Treasurer could not be present to give an educational presentation about investment practices until the November meeting so this matter is rescheduled for the November 9<sup>th</sup> meeting.
5. **Leveraging Funds:** Laura Roberts indicated that all of the funds that we have from Prop 10 should be considered as last resort funds. We should make every effort to exhaust all avenues of locating other sources of funds, or use Prop 10 funds to match other funds. An example is contained in a letter from the Department of Health Services, MCAH Branch, indicating that Prop 10 funds can be used as Federal Match funds for certain MCAH projects. Laura stated that Lassen County MCAH has a master plan that has a multitude of projects that are to be implemented over a period of the next 2 to 4 years, that target the same population as Prop 10. In the event that Prop 10 moves to implement the same or similar projects, funds should be used as Federal Match funds. This is an example of using Prop 10 funds to leverage other funds. DHS/MCAH indicates that this is an appropriate use of Prop 10 Funds as Federal Match Funds. Laura indicated that the Dental Conference may further extend ideas concerning the use of Prop 10 dollars to leveraging other funds.
6. **Reimbursement Policy:** A draft reimbursement policy was presented to the commission for consideration. A few modifications were made. Mr. Chapman indicated that all expenditures should be made consisted with budgeted funds and the policy should reflect this type of statement. Jim Chapman moved that the policy be adopted as modified, Bobby Malone seconded the motion, the Commission voted unanimously to

- adopt the Reimbursement Policy as amended. The Policy is to be signed by the Commission Chair.
7. **Public Hearing on Audit Report and Annual Report:** The Public Hearing on the Draft Audit and Annual Report was declared open. The Audit Report and Annual Report were presented and reviewed. No additions or changes were requested. The CPA that conducted the audit indicated that the differences in balances had to do with the timing of deposits and that was not something that the Commission had control over. All figures and documents were found to be in order. The auditors received copies of all minutes, invoices, deposits, and payment records. The fee for the Audit was \$1,500. There being no further comments, the public hearing was declared closed. Mr. Chapman moved that the Audit and Annual Report be adopted, Bobby Malone seconded the motion, and the Commission unanimously adopted the Annual Report and Audit. It will be forwarded to the State Commission by October 15, 2000.
8. **Updates: Children's Dental Health Services Planning Summit:** Laura Roberts reported that the Planning Summit was scheduled for October 23 and 24 and would be held at the Feather River Inn in Blairsden. Registrations have been arriving on a daily basis. The estimated number of participants is 50. The intent of the conference is to get players together to identify community assets, to identify oral health needs both local and regional, to learn about a variety of solutions from a panel of presenters, and to brainstorm strategies to meet the identified needs. The Lassen Commission will cover the costs of our commissioner's attending provided that their agencies cannot pay. Laura suggested that since Lassen County is the lead Commission on this event, it would be good to have a local Commissioner do the Welcome at the beginning of the event. Jim Chapman volunteered. Jim Chapman moved that the Commission pay for all of the expenses incurred by Commissioner or staff that attend the event. Patsy Jiminez seconded the motion. The Commission unanimously passed the motion.
- Big Valley Advisory Committee:** The Committee has had no formal meetings yet. Laura indicated that as soon as the meetings start she will attend and provide support services to the advisory group.
9. **Set Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on November 9, 2000 at 1:30 p.m. in the Barry Creek Meeting Center at 1345 Paul Bunyan Road, Suite B, Susanville, California. This is one week later than the usual date, as Laura Roberts will be out of county on the first Thursday of November. The public is invited to attend. Tentative topics for the agenda include, introductions, approval of minutes, new member approval, fiscal report, investment strategy report, Updates from Safe from the Start Conference, Dental Planning Summit, Supplemental Allocation, Final Audit and Annual Report, Funding Opportunities, Communities of Excellence Planning, RFA/Contracting, and, Open Comment.
9. **Adjournment:** The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Laura J. Roberts, Executive Director